

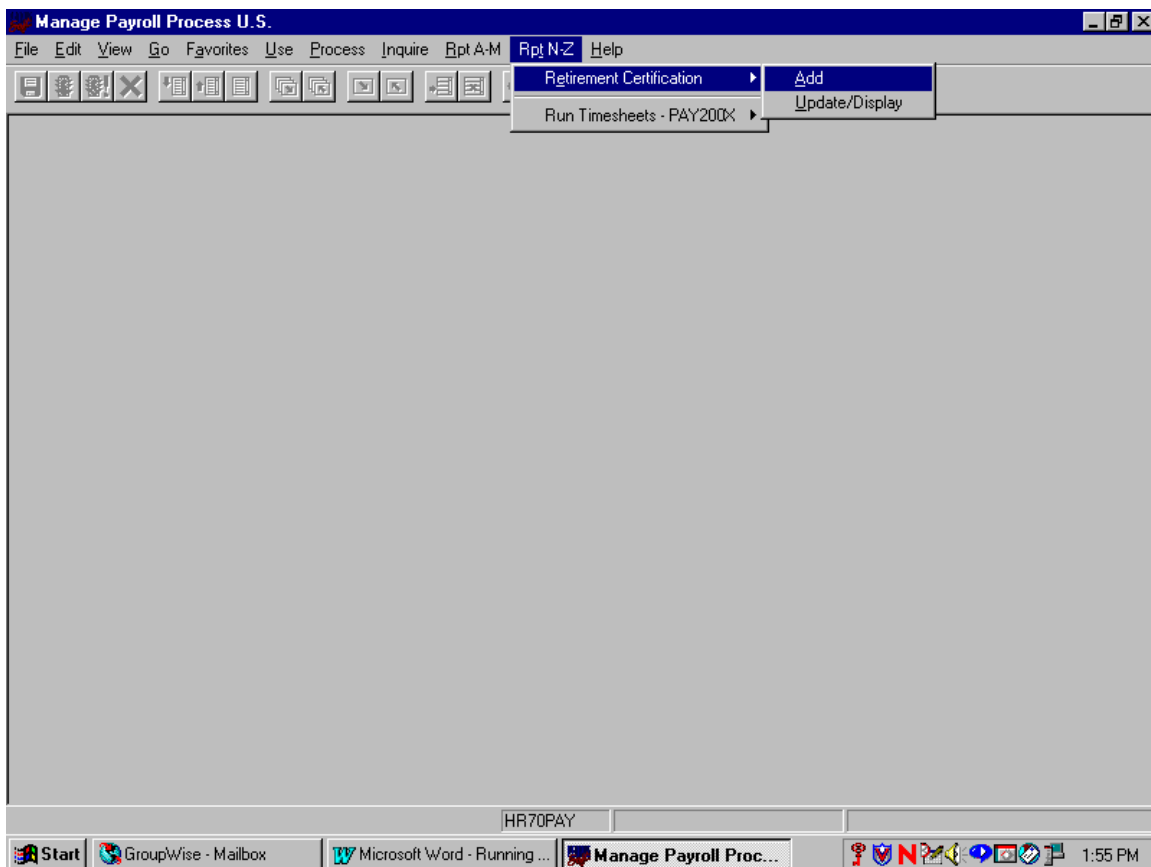
Phoenix HRMS – Running Crystal Reports

This document is designed to teach requestors of reports the proper procedures for running Crystal Reports. These reports can be run at any time by the user on his or her workstation and printed via a local printer. The Crystal Report used below is merely for illustration purposes. Users may or may not have access to this report in production, however, **all Crystal Reports will be run in this manner.**

1. *Select a report to be requested*

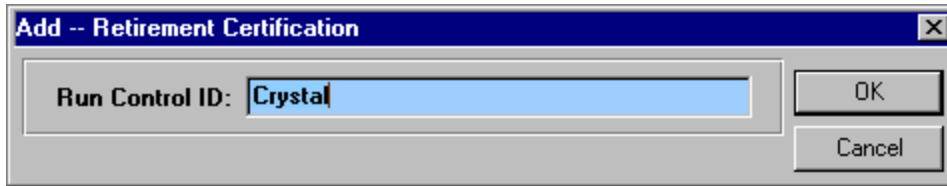
Using the applicable menu navigation, select the desired report.

Go – Compensate Employees – Manage Payroll Process – Rpt N-Z – Retirement Certification – Add



2. *Add a run control field for the report*

In the dialog box that appears, enter a run control ID in the space provided. In this example, use **Crystal**. Click OK when finished to add the run control.



Add -- Retirement Certification

Run Control ID:

OK Cancel

Only use Add once for one run control ID. Next time use Update/Display to choose the same run control ID.

3. Set the parameters for your run control

In the panel that appears, enter the parameters for the report request. The user may enter them directly in the boxes provided or select F4 for a list of valid values.

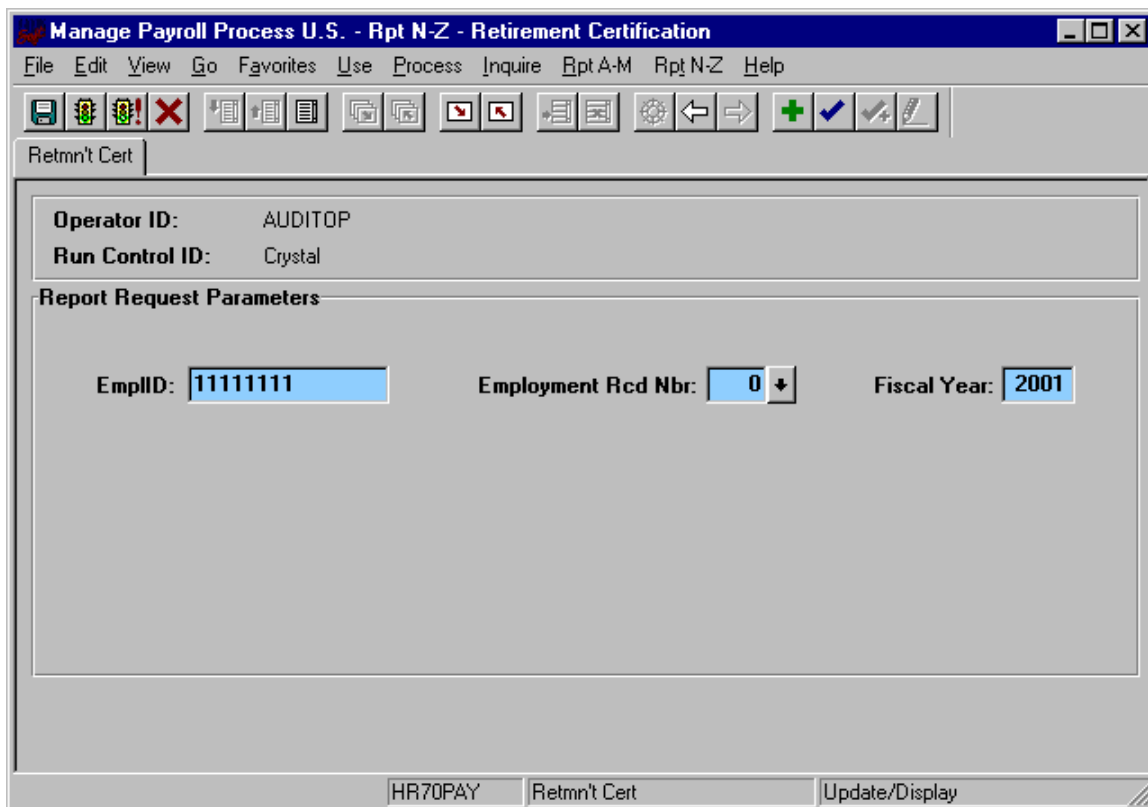
Enter the following parameters to request the report:

EmplId: **[Employee ID]**

Employment Rcd Nbr: **[Employment Record Number]**

Fiscal Year: **[4 Digit Year]**

The screen should appear as follows when complete:



Manage Payroll Process U.S. - Rpt N-Z - Retirement Certification

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Help

Retmn't Cert


Operator ID: AUDITOP
Run Control ID: Crystal

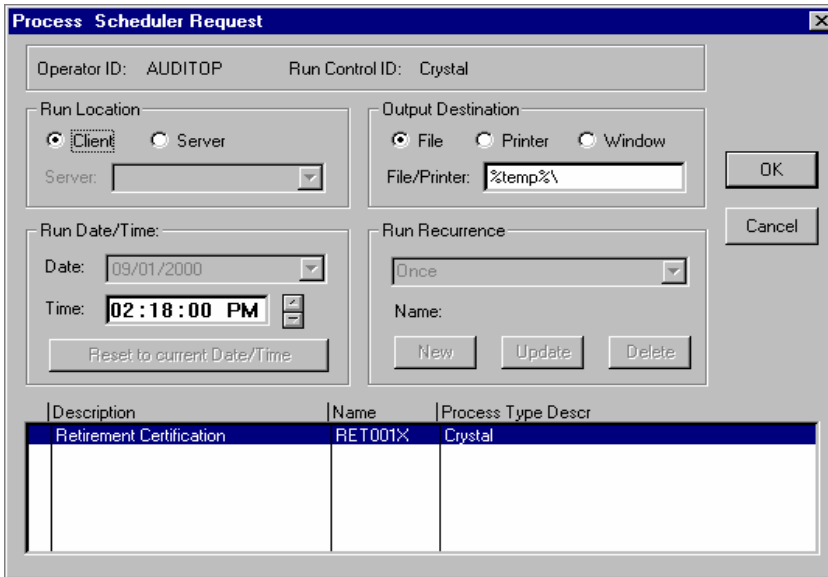
Report Request Parameters

EmplID: Employment Rcd Nbr: Fiscal Year:

HR70PAY Retmn't Cert Update/Display

4. *Run the process*

Click the traffic light icon  at the top of the panel to run the report. The process scheduler window will appear:



The dialog box is titled "Process Scheduler Request". It contains several sections for configuring a scheduled process run.

Operator ID: AUDITOP **Run Control ID:** Crystal

Run Location: ☒ Client ☐ Server
Server:

Output Destination: ☒ File ☐ Printer ☐ Window
File/Printer: %temp%\

Run Date/Time:
Date: 09/01/2000
Time: 02:18:00 PM
Reset to current Date/Time

Run Recurrence:
Once
Name:
New Update Delete

Table:

Description	Name	Process Type Descr
Retirement Certification	RET001X	Crystal

Buttons: OK, Cancel

5. *Select the Run Location*

In the Run Location group box, select the option of **Client** by clicking on the appropriate radio button.

6. *Select an Output Destination*

If not already defaulted, select an output destination of **Window** by clicking on the appropriate radio button.

7. *Select the Crystal Report to run for the report*

Select the Crystal Report from the list at the bottom of the Process Scheduler Request. In this example there is only one, so select **Retirement Certification**.

8. When completed, the request should appear as follows:

Process Scheduler Request

Operator ID: HRTRN44 Run Control ID: CRYSTAL

Run Location
☒ Client ☐ Server
Server:

Output Destination
☐ File ☐ Printer ☒ Window
File/Printer:

Run Date/Time:
Date: 04/05/2002
Time: 02:09:00 PM

Run Recurrence
Once
Name:

Description	Name	Process Type Descr
Retirement Certification	RET001X	Crystal

9. Click OK to run the report.


10. The report will appear in a window as demonstrated below.

m:\ps\hrdev\crw\eng\ret001x.rpt

1 of 1 75% Total:18 100% 18 of 18

STATE OF GEORGIA
Retirement Certification

Co	Pay Group	Pay End Date	Faci Mth	Check#	Off Cye	Emplid	Empl Rod#	Name	Plan Type	Benefit Plan	Deduction
401	SSI	08/15/00	2	17913	N		Q	Dow, Jane			
401	SSI	08/15/00	2	17913	N		Q	Dow, Jane	32	EZCAR ERS	
401	SSI	08/15/00	2	17913	N		Q	Dow, Jane	33	EJCAR ERS	
401	SSI	08/15/00	2	17913	N		Q	Dow, Jane	34	E4CAR ERS	
401	SSI	08/31/00	2	17966	N		Q	Dow, Jane			
401	SSI	08/31/00	2	17966	N		Q	Dow, Jane	32	EZCAR ERS	
401	SSI	08/31/00	2	17966	N		Q	Dow, Jane	33	EJCAR ERS	
401	SSI	08/31/00	2	17966	N		Q	Dow, Jane	34	E4CAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	32	EZCAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	32	EZCAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	33	EJCAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	33	EJCAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	34	E4CAR ERS	
401	SSI	09/30/00	3	17980	Y		Q	Dow, Jane	34	E4CAR ERS	
401	SSI	09/30/00	3	17999	N		Q	Dow, Jane			
401	SSI	09/30/00	3	17999	N		Q	Dow, Jane	32	EZCAR ERS	

11. Print the report to your local printer using the print icon  on the window.

m:\ps\hrdev\crw\eng\ret001x.rpt

1 of 1 40% Total:0 100% 0 of 0

310 15.07 0502010
State of Georgia

Page No. 1
Doc Date 05-15-00
Doc User 23418702

Print

Printer: System Printer (HP LaserJet 4)

Print Range

☐ All

☒ Pages

From: 1 To: 1

Copies: 1

☒ Collate Copies

OK

Cancel

To print entire report, select **All**; otherwise, input specific page number(s) to print.